

DEPARTMENT OF THE ARMY  
HEADQUARTERS, U.S. ARMY MILITARY DISTRICT OF WASHINGTON  
Fort Lesley J. McNair  
Washington, D.C. 20319-5050

MDW Regulation 1-2

1 February 1991

Administration  
MACOM STAFF DUTY OFFICER AND SUBORDINATE ACTIVITY ON-CALL OFFICIALS

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**Summary.** This is a new MDW regulation. It establishes the MACOM staff duty officer (SDO) position as an on-call requirement, and provides the general criteria for SDO selection. This regulation provides instructions to guide the SDO's performance. Additionally, this regulation establishes the requirement for staff activities and commands immediately subordinate to HQ MDW to designate an on-call official during non-duty-hour periods.

**Applicability.** This regulation applies to all personnel assigned or attached to MDW.

**Suggested improvements.** The proponent of this regulation is the Office of the Deputy Chief of Staff for Operations, Plans, and Security (ODCSOPS). Users are invited to send comments or suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to Cdr, MDW, ATTN: ANOP-OP, Fort Lesley J. McNair, Washington, DC 20319-5050.

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Section I		
General		
1. Purpose		
This regulation establishes policies within MDW for the selection of warrant and commissioned officer personnel to perform as staff duty officers (SDOs) at MACOM level and provides instructions for the conduct of this duty. It also provides instructions for subordinate activity on-call officials.		
2. References		
a. Required publications.		
(1) AR 670-1 (Wear and Appearance of Army Uniforms and Insignia). Cited in paragraph 9.		
(2) AR 690-990-2, w/MDW Instl Suppl 1 (Hours of Duty, Pay, and Leave). Cited in paragraph 13.		
(3) MDW Instl Reg 690-2 (Overtime, Night, Holiday, and Sunday Work). Cited in paragraph 13.		
b. Related publications.		
(1) AR 220-45 (Duty Rosters).		
(2) MDW Reg 10-30 (Organization, Missions, and Functions of Headquarters, U.S. Army Military District of Washington).		

**3. Explanation of abbreviations**

- a. ODCSOPS....Office of the Deputy Chief of Staff for Operations, Plans and Security
- b. ODCSPER.....Office of the Deputy Chief of Staff for Personnel
- c. MDW ..... U.S. Army Military District of Washington
- d. SDO ..... staff duty officer
- e. SIR ..... serious incident report
- f. SDNCO ..... staff duty noncommissioned officer
- g. ASDNCO ..... assistant staff duty noncommissioned officer

**4. Responsibilities**

- a. Office of the Deputy Chief of Staff for Operations, Plans, and Security (ODCSOPS) will--

(1) Brief the SDO on the scope of his or her duties: on the day of the scheduled duty for weekday duty, on the weekday preceding either weekend or holiday duty. The ODCSOPS briefing will cover procedures for the receipt and handling of--

- (a) Air Force and Army Operations Centers messages.
- (b) Serious Incident Reports (SIRs).
- (c) Suspicious objects found within MDW.
- (d) Casualty reporting for all MDW.
- (e) Press and media inquiries.

(2) Provide the SDO written instructions (The Staff Duty Officer's Actions Guide referred to in para 7b) which discuss the topics in (1) above in sufficient detail to allow the SDO to respond in an adequate manner if needed.

(3) Determine, given the situation, if the SDO is required to be present at Fort McNair to resolve whatever problems arise during his or her tour of duty. The DCSOPS will direct the SDO to report, as required, to building 46, Fort McNair.

(4) Promptly notify ODCSPER, of all significant changes in the security clearance status of warrant and commissioned officers eligible to serve as SDO.

- b. Office of the Deputy Chief of Staff for Personnel (ODCSPER), will--

(1) Maintain duty rosters for the SDO consistent with the criteria outlined in paragraph 5 below.

(2) Select and appoint warrant and commissioned officers to perform the SDO duty.

(3) As required, task subordinate command(s) for four soldiers in the rank of specialist to serve as Assistant Staff Duty NCO (ASDNCO) for ODCSOPS. Detailed soldiers must have a completed Entrance National Agency Check (ENTNAC) favorably considered and be available to ODCSOPS for a minimum of 90 days.

- c. All staff principals and commands immediately subordinate to HQ MDW will--

(1) Establish internal procedures to comply with the policies and procedures this regulation outlines.

(2) Promptly notify ODCSPER, of all absences (TDY, leaves, hospitalization) that impact on an officer's ability to perform the SDO duty.

(3) Ensure personnel detailed for duty comply with all pertinent instructions.

(4) Designate an on-call official to represent the staff activity or immediately subordinate command during non-duty-hours if that activity or command does not maintain physically present duty personnel.

(5) Provide ODCSOPS, ATTN: ANOP-OP, a monthly schedule of on-call officials. The schedule is due to ODCSOPS four working days before the start of each month. The name, rank/grade, home telephone, pager number if available, and period of time for each on-call official will be provided.

## Section II The SDO

### 5. Selection criteria and exemptions

a. Warrant and commissioned officers assigned to MDW commands and activities at Fort McNair, Fort Myer, Cameron Station, and Half Street in the grade of chief warrant officer, and in the grade of first lieutenant to lieutenant colonel are eligible to serve as the staff duty officer.

b. All warrant and commissioned officers scheduled to serve as the SDO must possess at least a SECRET security clearance.

c. The following personnel are exempt from the SDO duty:

(1) Officers exempted by Army regulations: chaplains, and officers assigned to the OSJA and OIG.

(2) Aide-de-Camp to CG, MDW.

(3) Secretary of the General Staff.

(4) Ceremonies Officer and Memorial Affairs Officer assigned to C&SE.

(5) All lieutenants assigned to 3d U.S. Infantry (The Old Guard).

(6) Deputy commander, 3rd U.S. Infantry.

(7) Commanders.

(8) Officers assigned to The U. S. Army Band.

### 6. General duties

a. During the specified tour of duty, the SDO represents the Commanding General, U.S. Army Military District of Washington.

b. Normally, the Staff Duty NCO and the Assistant Staff Duty NCO perform all tasks necessary to disseminate critical information to key members of the chain of command.

c. In the event situations occur that extend beyond the usual scope of the SDNCO's knowledge and experience, the SDO must be prepared to respond to a wide range of situations in which he or she not only represents the command, but also must personally direct efforts toward the resolution of problems.

### 7. Specific functions

The SDO will--

a. Promptly inform ODCSPER, if he or she knows of any reason why he or she should not have access to classified information.

b. Report to building 46, room 109, Fort McNair, by 1530 on the day he or she is scheduled for weekday duty, or on the weekday preceding either weekend or holiday duty, to be briefed and to pick up the SDO's Actions Guide. Return the SDO's Actions Guide the first duty day following weekday duty and holiday duty, and on Monday following weekend duty.

c. Remain either at home or within a 1-hour travel radius of Fort McNair. Additionally, the SDO must notify the duty SDNCO of his or her exact whereabouts and an unencumbered phone number at which he or she can be reached throughout the period of duty. Pager numbers are acceptable; officers without pagers may obtain a pager

from the SDNCO at the time of the duty briefing. (Return the pager with the SDO's Actions Guide.)

d. Be prepared, at the direction of the DCSOPS or his representative, to report to building 46, Fort McNair, to assist in the resolution of problem situations that arise during his or her tour of duty.

e. Contact the appropriate person(s) for guidance in resolving issues not covered in the SDO Guide:

- (1) On-call officer of the command, staff section, or activity having primary interest in the matter at hand. (The SDNCO has these numbers on file.)
- (2) ODCSOPS Operations Officer.
- (3) ODCSOPS Chief, Operations and Plans Division.
- (4) DCSOPS.

f. Be prepared to brief the MDW chain of command on significant events that may have occurred during your tour of duty. The usual order of notification is as follows:

- (1) ODCSOPS Operations Officer.  
Alternate: ODCSOPS Chief of Operations and Plans Division.
- (2) DCSOPS.  
Alternate: ADCSOPS.
- (3) Chief of Staff.  
Alternate: Deputy Installation Commander.

g. Contact the SDNCO at the end of the tour, and ensure that all issues developed during the duty period are resolved; this action alone constitutes proper relief from duty.

## 8. Tour of Duty

The following schedule prescribes the respective tours of duty for the SDO:

- a. Weekday: 1630 to 0730.
- b. Weekend/holiday: 0730 to 0730 the following day.

## 9. Uniform

When acting on behalf of the command, or directed to report to building 46, Fort McNair, the SDO will wear the Class B Army green uniform per AR 670-1.

## Section III

### Subordinate activity on-call officials

## 10. General duties

- a. During non-duty-hour periods, the on-call official represents the commander or the staff principal of his or her activity.
- b. The on-call official may be civilian or military, enlisted or commissioned, but must be of sufficient rank and experience to be able to represent their activity's interests during non-duty-hour periods.

## 11. Specific functions

- a. The designated on-call official will--
  - (1) Remain either at home or within a 1-hour travel radius of his or her place of duty.
  - (2) Provide the MDW SDNCO an unencumbered phone number at which he or she

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can be reached throughout the non-duty-hour period if away from home. Pager numbers are acceptable.

b. Be prepared to report either to building 46, Fort McNair, or to his or her place of duty to assist in the resolution of problems that may arise during non-duty-hour periods.

**12. Non-duty-hour period**

The nonduty-hour period coincides with the SDO's tour of duty outlined in paragraph 8 above.

**13. Compensation for civilian on-call officials**

Designating a civilian employee to be available for emergency duty is not a basis for additional compensation (MDW Instl Suppl 1 to AR 690-990-2). In the event of an actual call back to duty, an employee will be entitled to compensation (MDW Instl Reg 690-2).